



Position title	Training and Practice Lead
Group	Learning and Practice Development
Employment status	Full time (1 FTE)
Salary Range	As per SCHCADS Award <i>(if applicable)</i>
Position reports to	Manager, Learning and Practice Development
Location	Abbotsford
Delegation	None

Organisation environment

Djirra¹ is an Aboriginal Community Controlled Organisation (ACCO) that works towards a future where all Aboriginal women are strong, safe, independent, healthy and positive in their lives, culture and communities. All Djirra’s work is designed by and for Aboriginal women and is deeply respectful of and connected to community. Self-determination is the foundation of everything we do: it is Our Cultural Way.

Djirra’s vision is to provide high quality culturally appropriate services for Aboriginal women in Victoria who have experienced or are experiencing family violence.

We are committed to ending family violence against Aboriginal women and their children through holistic and culturally safe specialist services, prevention programs and advocacy for change. Our services have state-wide reach.

Djirra offers a range of services including:

- **Holistic and culturally safe legal and non-legal** support to Aboriginal people, particularly women, who experience family violence or sexual assault. Each client is assisted by a lawyer and support worker who together address the multitude of interrelated legal and non-legal issues our women face. Legal advice and representation is provided on intervention orders, child protection, family law and victims of crime assistance.
- **Individual Support Services** provides culturally safe, trauma informed support to Aboriginal women who are experiencing or have experienced family violence. The team’s interventions range from short term crisis responses to longer term intensive case management. Individual Support Services comprises case management with brokerage, specialist AOD support, a counselling service and an extended hours support line.
- The **Koori Women’s Place (KWP)** provides wrap-around support and works to build trusting relationships with Aboriginal women through our shared connection to culture. Aboriginal women can be referred for an appointment, walk into our space or book into a workshop. Mainstream and Aboriginal service providers are available for appointments within the safety of the KWP.
- Our **community education and engagement programs** provide support for women through personal support and empowerment programs.

Djirra also offers a range of workshops in Melbourne and regional areas:

- **Sisters Day Out®** is a wellbeing workshop where Aboriginal women support each other, get information about legal rights and options, and engage with mainstream and Aboriginal support services.
- **Dilly Bag** is a four-day residential program that draws on cultural principles to promote healing.
- **Young Luv®** is designed for young Aboriginal women aged 13 to 18 and focuses on promoting healthy relationships.

Role purpose

¹ Djirra is the Woiwurrung word for the reed used by Wurundjeri women for basket weaving. Traditionally, when women gathered to weave, important talks took place and problems were solved. Djirra symbolises Aboriginal women today, still coming together to share stories, support each other and find solutions.



The Training and Practice Lead will develop a training needs analysis and design a suite of professional development initiatives that address the capability needs assessment and capability development plan for the ISS workforce. The Lead will deliver training, workshops and mentoring, and provide advice to management and team members. They will develop peer mentoring and learning capacity and opportunities.

The Training and Practice Lead will also design a bespoke supervision model for Djirra that encompasses the needs of Aboriginal and non-Aboriginal staff and includes line management supervision, peer reflective practice and debriefing. They will design and deliver a supervision skills development package that ensures that the Djirra workforce receives ongoing culturally and clinically appropriate supervision and support.

The Lead will report to the Learning and Practice Development Manager and work closely with the Workforce Development Advisor, as well as Djirra's senior leadership and the ISS teams.

Key accountabilities

Project Establishment

- Develop a detailed work plan based on the MARAMIS Sector Grants project plan 2021 – 2022 to deliver culturally safe and informed activities to embed MARAM across the organisation.
- Review MARAM alignment progress across the organization and develop a targeted action plan for each program area and for Djirra leadership.
- Ensure that the principles of Aboriginal Community Control and self-determination are at the heart of MARAM alignment and workforce development activities.
- Convene a MARAM Alignment Working Group to support organisation-wide implementation.
- Work with Djirra's leadership team to develop a communication and engagement strategy across the organisation to ensure effective communication of the implementation of the Scheme and the engagement opportunities and timelines.

Implementation and Engagement

- Work with Program Managers and Team Leaders to establish systems and logistics to support MARAM alignment and implementation. Develop and deliver program specific workshops to build the capability of staff to work with MARAM
- Provide technical advice as required by Djirra staff to assist them in applying MARAM and in interpreting the Information Sharing Schemes in accordance with their program's responsibilities under MARAM and its intersection with other relevant policy and legislation.
- Gather and share evidence from practice to identify and address barriers to the implementation of MARAM, including issues with its application to services to Aboriginal people.

Resource Development

- Develop and deliver tools and templates, including policies and procedures, to operationalise MARAM and the Information Sharing Schemes in each program area.
- Develop targeted practice guidance, case studies, fact sheets and 'cheat sheets' for staff of each program area and implement these with program leaders.
- Work with practitioners at Djirra to develop case studies to use in MARAM implementation workshops and reflective practice sessions.

Stakeholder Engagement and Management

- Develop and manage strategic relationships with a range of community organisations, primarily Aboriginal Community Controlled Organisations, Specialist Family Violence services, relevant peak bodies, and key



government stakeholders and funders (i.e. Family Safety Victoria, the Department of Families, Fairness and Housing and the Department of Justice and Community Safety).

- Participate in quarterly Aboriginal Sector Capacity Building and Sector Capacity Building Working Group meetings to enhance MARAM alignment in our organisations and to identify and address emerging issues.
- Represent Djirra at external meetings, forums and events as required.

Communication and Reporting

- Provide regular updates on MARAM alignment activities and progress for Djirra staff and management. Provide regular operational reports to your Line Manager.
- Provide quarterly reports to Family Safety Victoria (FSV) and, alongside your Line Manager, attend quarterly meetings with the FSV contract manager.

Key selection criteria

Professional / Functional Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Proven ability to develop and maintain positive, long-term relationships with key internal and external stakeholders • Capability to work with others to facilitate problem solving and troubleshooting in complex change environment. • Experience working in a multi-disciplinary context in delivering family violence services is desirable. • Ability to analyse and understand structural supports and barriers to change and to work effectively to improve practice and promote collaboration. • Ability to lead, influence and support others in working to achieve change.
Competency	<ul style="list-style-type: none"> • A comprehensive understanding of the history and impact of colonization, including dispossession, trauma, child removals, on Aboriginal people and their communities. • A comprehensive understanding of the determinants, dynamics and impact of violence against women from a feminist intersectional evidence base • Knowledge of the current family violence service system policy and legislative context • Demonstrated experience of family violence service delivery with diverse communities
Technical Skills	<ul style="list-style-type: none"> • Technical expertise in practice responses to family violence. • Project management skills including the ability to source, analyse and present complex information. • Sound understanding of learning design principles, practices and curriculum development for adult learners. • Demonstrated experience in facilitating groups and delivering training. • Demonstrated capacity to lead clinical supervision, training, coaching and mentoring of staff in a family violence service. • Understanding of MARAM and the Information Sharing Schemes, and their application to the delivery of specialist family violence services.

Qualifications





- A relevant tertiary qualification in social work, workforce development, education and training or a related discipline, or equivalent demonstrable experience.

Workplace health and safety

Djirra is committed to providing and maintaining the health and safety of its employees.

All staff at Djirra are expected to champion proactive and positive health and safety practices in the workplace and when working offsite by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner. Staff are encouraged to undertake related training eg – First Aid training, Fire Warden, etc.

Information about these policies are contained in Djirra’s Human Resources Policy Manual.

We are a Child Safe Organisations

Djirra is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Djirra is subject to a satisfactory Australian Criminal History Check and an Employee Working With Children Check (in Victoria).

An International Police Check will also be required if you have resided continuously in an overseas country for 12 months or more in the last ten years.

Other important information

Djirra employees and volunteers are required to act in accordance with Djirra’s values and behaviours of:

- respect for people and culture
- trust
- integrity
- resilience; and
- empowerment

Djirra’s employees and volunteers are required to adhere to relevant policies and procedures including, but not limited, to:

- Code of Conduct Policy
- Occupational Health and Safety Policy
- Social Media Use Policy
- Privacy Information Policy
- Conflict of Interest Policy
- Volunteer Policy

Information about these policies are contained in Djirra’s Human Resources Policy Manual.



ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Position Description and have read and understand its contents.

Employee name:

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Employee signature:

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Date: / /

Manager's name:

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Manager's signature:

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Date: / /

HR CHECKLIST

- Return one copy of completed form and any attachments (e.g. current Organisation Chart) to the employee to keep.
- Place one copy of completed form and any attachments on the employee's Performance File.
- Retain original completed form and any attachments on the employee's Personnel File.

Initials: _____

Date: / /